

## Chief Executive delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Chief Executive. The Chief Executive then delegates some of those functions and responsibilities to directors.

This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

<b>Post</b>	<b>Responsibilities and Functions</b>
<b>Chief Executive</b>	<b>All functions and responsibilities in relation to all services not otherwise reserved by Members or Committees.</b>
Director of Corporate Services and Section 151 Officer	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Finance and Procurement</li> <li>● Insurance and Risk Management</li> <li>● Human Resources</li> <li>● East Kent Services</li> <li>● Legal and Democracy</li> <li>● Revenues and Benefits</li> <li>● Facilities Management</li> <li>● Workplace Health and Safety</li> <li>● Elections (excluding Returning Officer Responsibilities)</li> </ul>
Director of Environment	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Neighbourhoods</li> <li>● Coastal and Public Realm</li> <li>● Cleansing Services</li> </ul>
Director of Place	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Property</li> <li>● Housing and Property</li> <li>● Regeneration and Growth</li> </ul>
Head of Strategy and Transformation	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● <b>Corporate Plan</b></li> <li>● <b>Climate Change</b></li> <li>● <b>Equalities Policy</b></li> <li>● <b>Improvement and Performance</b></li> <li>● <b>Communications</b></li> <li>● <b>Consultations</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Social Media</b></li> <li>● <b>Member engagement</b></li> <li>● <b>Civica activity on Customer Services</b></li> <li>● <b>ICT</b></li> <li>● <b>Digital strategy</b></li> <li>● <b>Business transformation and analysis</b></li> <li>● <b>Digital Technology</b></li> <li>● <b>Digital Security</b></li> <li>● <b>Warning and Informing during emergencies and crisis management</b></li> </ul>
Senior Transformation and Technology Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Digital and ICT strategy</li> <li>● System improvement and business redesign</li> <li>● Internal digital and technology support - including digital skills</li> <li>● Network and infrastructure</li> <li>● Cloud strategy</li> <li>● Digital project management</li> <li>● Performance management</li> <li>● Accessibility and digital inclusivity</li> <li>● Digital data compliance</li> </ul>
Policy Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Organisational/corporate policy management</li> <li>● Service Planning</li> </ul>
Communications Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Communications strategy and council-wide communications protocols</li> <li>● Media relations - proactive and reactive media handling for the council</li> <li>● Internal communications</li> <li>● Social media management</li> <li>● Public engagement and consultations</li> <li>● Brand management</li> <li>● Warning and informing the public during an emergency</li> </ul>
ICT and Digital Managers	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Infrastructure and network management</li> <li>● ICT support and digital skills</li> <li>● GIS mapping</li> <li>● Data management</li> <li>● TDC website</li> <li>● Online forms</li> </ul>
Climate Change Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The creation and coordination of the council's Net Zero Strategy</li> <li>● Strategies, activity and advice with regard to climate change, cutting carbon emissions and supporting biodiversity</li> <li>● Low carbon and climate change initiatives</li> </ul>

<b>Executive Support Manager</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"><li>• <b>Complaints Management</b></li></ul>
--------------------------------------	--



Colin Carmichael (Interim Chief Executive)

Date: 12th October 2023